



Maryland Department of  
**Juvenile Services**  
Treating • Supporting • Protecting

One Center Plaza  
120 West Fayette Street  
Baltimore, MD 21201

Anthony G. Brown  
Lt. Governor

Martin O'Malley  
Governor

Donald W. DeVore  
Secretary

April 15, 2009

Re: 09 - JS - 032/eMM V00SO253148 Written Solicitation for Community Group Sex Offender Treatment For Youth In Allegany, Garrett And Washington Counties, Maryland

Dear Potential Bidder:

The Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "DJS," or "Juvenile Services," is interested in obtaining Bids to provide a group sex offender treatment program for selected youth who are alleged or adjudicated sexual offenders who reside in Allegany, Garrett, and Washington Counties, Maryland. These services are ordered by the court or recommended by DJS staff. Targeted for these services are male and female youth, ages 10 to eighteen 18, referred by the Department. Services shall be provided at the Contractor's program site and as needed, in the youth's home or other sites where youth are in placement or the DJS area office. It is expected that youth will remain in the program for the entire twelve (12) month term of the Contract or as determined appropriate by DJS Staff.

The Contract awarded shall be for a period of 12 months beginning on or about May 6, 2009 and ending on May 5, 2010.

The Contract award will be made under Small Procurement Regulations COMAR 21.05.07.

There will not be a Pre-Proposal Conference for this procurement.

**Bids for this Written Solicitation are to be submitted to the Procurement Officer by April 29, 2009 no later than 3:30 p.m. to Denise Anderson, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 334, Baltimore, Maryland 21201. Late Bids will not be accepted.**

You may obtain this document by going to the eMaryland Marketplace website [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com). Click on Bidding Opportunities and the eMaryland Marketplace solicitation number **eMM V00SO253148** to download the solicitation.

Upon receipt of this RFP please acknowledge by E-Mail to [anderse@djs.state.md.us](mailto:anderse@djs.state.md.us).

If you have any questions, please submit them to my office as soon as possible via fax or e-mail at [anderse@djs.state.md.us](mailto:anderse@djs.state.md.us) or fax at 410.333.4191, so we can provide answers to them.

Minority Business Enterprises (MBEs) and small businesses are encouraged to respond to this solicitation as a primary contractor and are encouraged to obtain certification.

All questions related to the MBE certification process should be addressed the Maryland Department of Transportation, Minority Business Enterprises, P.O. Box 8755, BWI Airport, Maryland 21240-8755. You may contact them by voice mail at 1.800.544.6056 or by E-Mail at [www.mdot.state.md.us](http://www.mdot.state.md.us).

All questions related to the Small Business Reserve (SBR) certification process should be addressed to the Maryland Department of General Services, Small Business Reserve Program, 301 W. Preston Street, Suite



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M-9, Baltimore, Maryland 21201. You may contact them by voice mail at 410-767-6047 or by E-Mail at [www.dgs.maryland.gov](http://www.dgs.maryland.gov) (Then click the "Small Business Reserve" button.)

If the prospective Bidder is a certified minority or SBR Contractor, the certification number must be provided in a cover letter.

If you are unable to obtain a copy from our website, please call Ms. Denise Anderson at 410.230.3469 for assistance.

If you do not intend to respond to this procurement, please take a moment to fill out the Non-Bidders Response Form submit it to my office at the above fax number. This information is required by the Department of Budget and Management to ensure outreach methods were made to seek vendors for this procurement and to get feedback from vendors regarding this solicitation.

Sincerely,



Denise Anderson  
Office of Procurement

MVF:da